Setting Up Automatic Replies in Outlook Web App

- 1. Go to Outlook Web App
- 2. Click on the gear on the right



3. Choose Set automatic replies



4. Select Send automatic replies



5. Optionally, select **Send replies only during this time period** and set the date range you will be gone (if you don't do this step, you will need to come back to these settings when you want to turn the automatic replies off)



6. Enter the message for your reply to people at Washburn in the first box

Send replies	only during this time period:
Start time:	Fri 11/1/2013 🗸 10:00 AM 💌
End time:	Sat 11/2/2013 👻 10:00 AM 💌
Send a reply on	e to each sender inside my organization with the following message:
Send a reply or Calibri	e to each sender inside my organization with the following message:

7. Enter the **message for your reply to people outside of Washburn** in the second box (you may have to scroll down to see it)



8. Click the save button

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